

NORTH NEWTON COMMUNITY PRIMARY SCHOOL



FINANCE AND BUSINESS COMMITTEE MEETING

MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING

HELD ON

MONDAY 21st SEPTEMBER 2020 AT 5.30 P.M. BY VIDEO LINK

PRESENT: Mr. Nick Arnold (Headteacher), Mr. Mark Barham (Chair, Finance Committee), Mrs Ali Crow (Staff Governor), Mrs Danielle Gair (Parent Governor), Mrs Helen Hunter (Parent Governor) and Mrs. Sally Haysham (Finance Officer/Clerk)

“Inspiring every child to be life-long learners with belief in their ability to succeed”

Actioned
by

The Governing Body had agreed by vote to hold a remote meeting as per Governor Services/County Guidance due to the exceptional circumstances prevailing in relation to the Coronavirus Pandemic.

29/20 APOLOGIES FOR ABSENCE

No apologies.

30/20 BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION

No Business Interests were declared.

31/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Monday 15th June 2020 were agreed and will be digitally signed off by Mr Barham due to social distancing at this present time.

32/20 MATTERS ARISING

COVID-19 – Expenditure and school reopening

It was reported that the school is fully open and operating in 2 bubbles Ks1 and Ks2. Staff have been magnificent in their approach and working within the school. There are no afterschool clubs, swimming or school trips running currently. Governors felt this was the best approach for the safety of children and the well being of staff. The ongoing pandemic was relentless for staff keeping children safe and should be noted that the children have been super. Visitors to site have been kept at a minimum and the school has used a supply teacher already in school for additional hours required.

The Governors expressed their thanks to staff for all they are doing in the current situation, the governors agreed that as long as the pupil’s education was the priority, staff should not consider trips or swimming for the foreseeable future.

Governors enquired what preparations were being put in place in case a second lock down is implemented, or the school had to close a bubble. It was reported back that staff have preparations in

Signed... M. R. G. BarhamDate...16/11/2020.....

place for home schooling should the need arise. The school will use also use the Oak National Academy online learning platform for home learning. Children had been given guidance in how to use this in school. A parent governor confirmed that her child did know how to access. **Governor Challenge: Is there a case for having 4 bubbles rather than 2?** The head stated that for logistical reasons within the school 2 bubbles were the only way that the school could function. This had been agreed by the governors previously. If a positive test came into the school then it would be reported and the recommendation from County advisors would be followed.

The remaining 4 outdoor sinks had been installed prior to the children returning to school. These handwashing facilities have been critical in reducing waiting times. £903 claim towards COVID-19 expenditure had been accepted and the school will receive this payment on BUF2. The claim was for the additional cleaning product costs.

33/20 APPOINTMENT OF KATE BOWN TO BOARD OF GOVERNORS

A discussion took place regarding the appointment of Mrs. Kate Bown onto the Board of Governors. A vote took place and Governors would like to accept Mrs Bown onto the Board. Mrs Bown has experience in this role which she can bring to the Board. It was decided to hold the vote at this meeting to ensure that the vote could take place in private ahead of Mrs. Bown being invited to the Full Governors remote meeting in October.

34/20 CURRENT EXPENDITURE

Month 5 Report – The Finance Officer went through the key points of the Month 5 report which had been circulated to Finance Committee Members ahead of the meeting.

Funding is in line with expectations in the budget. BUF1 had seen the Teachers Pay and Pensions Grants received for April to August. An additional £4035 was also received for Pupil Premium.

There had been savings in Staff Costs against the budget as a teacher had returned from Maternity Leave onto a 0.4 contract rather than the 0.6 in the budget. The Headteacher has continued working in class 3 days rather than reducing to 2. Other staff savings include the non-appointment due to COVID-19 closure of an additional SEND LSA. This appointment is now scheduled for after half term.

MDSA costs were also lower as the budget had a provision for an additional MDSA but this too had been postponed due to COVID-19 closure.

Additional costs due to COVID19 items were in the report. The PTFA had kindly donated £1000 towards costs. The 8 new basins had been purchased via DFCG.

All other costs were in line with budget.

The Finance Office asked Governors to take note of Pupil Numbers and if KS1 continued at Pan 12 this would lead to loss of funding. Future pupil numbers were predicted in the report. With current funding at £2857 per pupil any fall in pupil numbers would have a big impact on the school.

35/20 STAFFING COSTS

The Headteacher advised the Governors that staff contracts had not been changed through the pandemic and staff had been very flexible with their time in school. They had not put in overtime to

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keep costs down to the school.

36/20 HEALTH AND SAFETY

A new Construction Play Area for the KS2 children was in place and is proving very popular. There is a managed risk, but the children are following the rules and there have been no incidents in this area. The Health and Safety Governor said they will visit to see the new provision in place on 2nd October 2020. It was recognised that Mr Day should be applauded for how well this has been received by the pupils. There are plans to add further additional equipment to this area.

H&S
GOV

A Governor Challenged the safety at school pick up as it had been reported to her that there may be issues. The Head stated that changes had been put in place to make the road crossing as safe as possible and parents were assisting by standing in the same place each day which helped him to spot them easily. A Parent Governor reported that she was there everyday and thought it was being managed as well as it could be. The Health and Safety Governor will visit at end of school to assess the situation.

H&S
GOV

The Briefing notes from the Clerk had advised that the Health and Safety Executive would be carrying out spot checks on schools from Monday 7th September. This would take the form of an initial telephone call to review measures in place to minimise the risk of spreading COVID-19.

37/20 UNOFFICIAL BALANCE

Unofficial balance is £9646.08 currently. Audit will be carried out this month.

10/20 DATE, TIME AND PLACE OF NEXT MEETING

Date to be confirmed at 5.30 pm (remotely)

The meeting closed at 6.50pm

Clerk

ACTION POINTS	
Clerk	Confirm date of next meeting
Health and Safety Governor	Visit School to review Construction Area and end of school pick up

Signed... M.R.G. BarDate...16/11/2020.....